

Commercial Project Creation November 2020

Commercial Record Agenda

- Portal Accounts and Electronic Submittals
- Complete vs Phased
- Minor Structures
- Application Data Fields and Lists
- Upload of Electronic Plans
- Commercial Workflow
- Amendment Record
 - Add and Remove Contacts
 - Project Amendment

Portal Account Required

- Required to do business on-line
- 24/7 access
- Upload documents download approved plans
- Plan Review Interaction requires Portal
- Adding of MEP contractors to permits
- Payment of fees
- Scheduling of inspections
- Notices of inspection results elimination of green and yellow tags
- Creation and maintenance of Escrow accounts
- Receipt of COO / LOC



Announcements | Logged in as:Richard Chamberlin | Collections (0) | Account Management | Logout

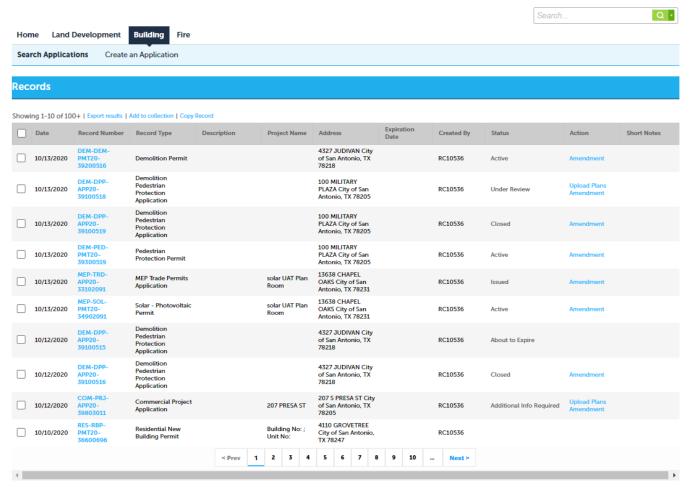
Create an Escrow Account | Amend Escrow Account(s)

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To get started,	select one of the	services listed bel	DW:					
General Information								
General Information								
			Lookup Property Information	Create General Applications				
Land Development								
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			Search Applications	Create an Application				
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Announcements | Logged in as:Richard Chamberlin | Collections (0) | Reports (1) ▼ | Account Management | Logout

Create an Escrow Account | Amend Escrow Account(s)



Search for Records

Search records by any of the following:

- General Search (Application, Address, and Parcel options)
- Address
- Contact

Enter information below to search for records. Use the drop-down list below (to the right) to select the search type.

Complete vs Phased Project

COMPLETE PROJECT	PHASED PROJECT
New Buildings (includes separate Sitework)	Sitework
Remodel	Foundation
Addition	Shell
Sitework	First Time Finish Out
Minor Structures	Minor Structures
Tenant Finish Outs	

Minor Structures

TYPES OF MINOR STRUCTURES

Alteration to Drive Through

Commercial Fence

Communication Equipment - Cell Antennas Towers

Drive-up Services Equipment – Teller machine Ice machines

Monuments for Future Signs

Pad Sites

Retaining Walls

Shade Structures

Street Improvement (turn lanes, median work, signalization)

Commercial Swimming Pools

Data Fields and Lists

Data Fields and Data Lists

- Data Field for Single Data
- Data Lists for Multiple Data



Data Fields - MEP

Combination Permits Require MEP Work

Site Work, Foundations, New Buildings, Shell Finish Out, Remodels, Minor Structures

Electrical	Plumbing	Mechanical	Flatwork
Utility	Water Utility	General	Sidewalk
TOPS	Sewer Utility		Curb
TML	Irrigation		Approaches
General	Gas		
	Medical Gas		
	Backflow		
	General		





Thank you for using our online services.

Your Record ID is COM-PRJ-APP20-39803745.

You will need this Record ID to check the status of your application or to schedule/check results of inspections. Please print a copy of your record for your files.

To upload your digital plans, specifications, or other supporting documents for review, please click below:

Upload Plans and Documents

Your application has been submitted for review by the City of San Antonio Development Services Department.

You may contact the Development Services Department at their offices or by phone.

Cliff Morton Development and Business Services Center

1901 South Alamo Street San Antonio, TX 78204

Phone: 210.207.1111

Hours: 7:45 am - 4:30 pm (Mon - Fri)

Closed on City Holidays

View Record Details »

Amendments

Add and Remove Contacts on Records

- Any Contact Applicant is required
- General Contractor
- MEP Sub Contractors

Withdraw and/or Refunds

Additional Phase of an existing Project Foundation, Shell, Interior Finish Out



On-Line Demonstration

Further Training

Questions



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